

# Job Seeking Skills Workshops

## January - December, 2015

★ **Manti Employment Center**  
55 S. Main Suite #3 • Manti, Utah

Register for  
reserved seating.  
Walk-ins  
welcome.



For more information, please call  
435-835-0740, visit [jobs.utah.gov](http://jobs.utah.gov) or come  
to DWS at 55 S. Main Suite #3 • Manti, UT.

- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### RESUMÉ WRITING:

January 28	10:00 AM–12:00 PM
February 25	10:00 AM–12:00 PM
March 25	10:00 AM–12:00 PM
April 22	10:00 AM–12:00 PM
May 20	10:00 AM–12:00 PM
June 17	10:00 AM–12:00 PM
July 15	10:00 AM–12:00 PM
August 26	10:00 AM–12:00 PM
September 23	10:00 AM–12:00 PM
October 21	10:00 AM–12:00 PM
November 18	10:00 AM–12:00 PM
December 16	10:00 AM–12:00 PM

### INTERVIEWING SKILLS:

January 14	10:00 AM–12:00 PM
February 11	10:00 AM–12:00 PM
March 11	10:00 AM–12:00 PM
April 8	10:00 AM–12:00 PM
May 6	10:00 AM–12:00 PM
June 8	10:00 AM–12:00 PM
July 1	10:00 AM–12:00 PM
August 12	10:00 AM–12:00 PM
September 9	10:00 AM–12:00 PM
October 7	10:00 AM–12:00 PM
November 4	10:00 AM–12:00 PM
December 2	10:00 AM–12:00 PM

### NETWORKING STRATEGIES:

October 15	10:00 AM–12:00 PM
December 31	10:00 AM–12:00 PM

### \*JOB SEARCHING WITH TECHNOLOGY:

July 29	10:00 AM–12:00 PM
December 30	10:00 AM–12:00 PM

### RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

**INTERVIEWING SKILLS:** Strategize ways to confidently complete an interview.

### NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

### JOB SEARCHING WITH TECHNOLOGY:

Learn advanced job search techniques to find the best commercial job sites, publish resumé online and research companies.

*\*Register first at [jobs.utah.gov](http://jobs.utah.gov).*

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.